



DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	DIRECTOR OF CAMPUS SAFETY
PERSONNEL CLASSIFICATION:	ADMINISTRATIVE STAFF, FULL-TIME
DEPARTMENT:	STUDENTS AFFAIRS
POSITION SUPERVISOR:	VICE PRESIDENT FOR STUDENT AFFAIRS AND DEAN OF STUDENTS
DEPARTMENT HEAD:	VICE PRESIDENT FOR STUDENT AFFAIRS AND DEAN OF STUDENTS

GENERAL OVERVIEW: The Director of Campus Safety is responsible for the protection and preservation of the College’s assets and resources (human, financial, physical, technological, and informational) through effective leadership and coordination of comprehensive campus safety and security programs.

ESSENTIONAL DUTIES & RESPONSIBILTIES: May include, but are not necessarily limited to the following:

1. Perform an annual campus-wide safety audit, including facilities and grounds, employee behavior, student needs, community perspectives, and wider concerns pertinent to higher education, and recommend improvements.
2. Develop and manage effective policies, procedures and training for items that pertain to safety and security, including, but not limited to, ID cards, smoke detectors, fire extinguishers, first aid kits, AED, etc.
3. Hire and supervise Campus Safety staff.
4. Manage Campus Safety budget.
5. Active member in the campus CARE Team.
6. Active member of the Threat Assessment Team.
7. Participate in the Student Conduct Review Board
8. Provide leadership and direct assistance for the College during events that involve safety or security, by developing, coordinating and managing the crisis management and recovery protocols for all areas, including, but not limited to, emergency plans, website and notification procedures through SCOTS ALERT, and training of staff, and management assistance.
9. Maintain the College camera system.
10. Review all incident reports.
11. Develop and oversee the application of parking policies on campus, including enforcement of College parking rules and regulations.
12. Manage the electronic door security system on campus.
13. Develop high level cooperative relationships on campus and serve as the liaison for the College to area safety and security groups, including public safety, emergency response services, and department of

health, etc. to ensure participation and efficient and effective response in safety and crisis management efforts.

14. Research, develop and offer Safety and Security programs to the campus community.
15. Comply with the Jeanne Clery Act requirements and prepare the annual report.
16. Coordinate and oversee the photographing and issuing of all ID cards to students, faculty and staff.
17. Investigate and prepare incident reports as assigned.
18. Be accessible to Campus Safety Officers.
19. Other duties and special projects as assigned.

QUALIFICATIONS:

1. Experience in the field of security, including experience in dealing with crises, working collaboratively with others in anticipating and responding to problems, and developing solutions that enable an institution to effectively anticipate and manage problems.
2. Excellent oral and written communication skills; the ability to communicate effectively with a wide range of constituents associated with a college.
3. Ability to combine big-picture analysis and perspective with attention to detail and effective follow-through.
4. Ability to respond effectively in emergencies, blending leadership and collaboration as appropriate.
5. A skilled problem-solver who is able to develop and implement solutions that are consistent with the values, goals and needs of a residential, academic community.
6. Ability to provide a high level of service to all stakeholders; capability of generating confidence and engaging others in shared problem-solving.

GENERAL EXPECTATIONS OF POSITION: Regular attendance on the job is an essential function of the position. Maintain flexible and timely work hours as assigned by position supervisor. Work weekends and evenings as necessary. Conduct and dress is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

WORK RELATIONSHIPS: Reports directly to the Vice President for Student Affairs. The Director of Campus Safety works directly with other members of Student Affairs, Student Success, and Facilities. In addition, has daily contact with students, staff, faculty, and persons outside the campus community, including contact with Monmouth Police Department, Warren County Sheriff's Department, Monmouth Fire Department and the Galesburg Hospital Ambulance Service. Some contact with parents and prospective students. Work includes weekends and evenings as necessary. Maintains confidentiality.

EDUCATION, EXPERIENCE, AND CERTIFICATION: High School Diploma required. Proven experience in security and public service desired. Valid driver's license and satisfactory driving record required.

SKILLS, KNOWLEDGE, AND ABILITIES: Excellent communication and interpersonal skills. Willingness and ability to work energetically and well with all campus and associated constituencies. Ability to maintain confidentiality. Excellent communication skills. Maintain valid driver's license and satisfactory driving record. Willingness and ability to work effectively with all campus and associated constituencies. Have a working familiarity with computer systems.

PHYSICAL REQUIREMENTS: Patrol of Monmouth College property is done by vehicle and foot and can be physically demanding:

- Reaching by extending hand(s) or arm(s) in any direction.
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard.
- Communication skills using the spoken word, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.
- Hearing sufficient to hear within normal range.
- Mobility sufficient to complete responsibilities.
- Occasionally required to move or transport (lift) items weighing up to 25 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this Description may be added to, amended, or deleted at any time by the position supervisor, department head, Office of Human Resources, or President.